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ABSTRACT

This study guide helps both the new and old college student determine if college is for him, if he is ready for college, and which study skills need to be mastered in order to be a successful college student. The guide offers a step-by-step approach for developing study habits which include the student's knowledge of: (1) the classroom, (2) notetaking, (3) the textbook, (4) effective listening, (5) studying and study schedules, (6) tests, and (7) counselors. (Author/RF)

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COLLEGE

and WHAT YOU CAN DO WITH IT

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A Study Guide

for New and Old College Students

CG 012720

Is college for you? Are you ready for college? As a college student, you will need study skills. The faster and more thoroughly you learn these skills, the more efficient you will become at mastering and enjoying college life.

Doing well in college depends upon skills that must be learned. To be a proficient ballplayer, the prospective athlete must have a certain amount of ability; but this is not enough. To capitalize on his natural talents, a ballplayer takes the trouble to find out how much training needs to be done to become a good athlete and develops his training schedule accordingly.

This pamphlet should serve as your guide to help you achieve your goal of becoming an outstanding student in college. Good luck.

HENRY SINGER
Education Services Officer
McConnell AFB, KS 67221

WHAT'S IT ALL ABOUT?

WHAT IS IT ALL ABOUT?

Not all degrees are alike! That is the understatement of the year. The original colleges were four-year institutions which offered two 16-week semesters a year. If you enrolled in fifteen semester hours each semester, (that is five 3-semester hour courses or in other words five courses which met three hours a week) at the end of four years you would earn 120 semester hours and a Bachelor degree. If you were a Liberal Arts student and your subjects included languages, philosophy, and other humanities courses then you would be awarded a Bachelor of Arts degree (BA). A program which included sciences, technical subjects, etc., would earn you a Bachelor of Science (BS) degree.

With the advent of junior colleges or community colleges as they are now called, the Associate of Arts degree (AA) and the Associate of Science (AS) degree became popular. This represents a two-year program.

The requirements for AA and BA degrees vary for each program and for each school You should be very aware of what courses are required for your degree. Generally, all degree curricula have certain requirements in common.

	Associate of Arts 2 year degree	Bachelor of Arts 4 year degree
Required Subjects	15 to 25 hrs	30 to 50 hrs
English Math Science Humanities Social Science	Combinations of hours and exact subject titles change from college to college.	
Major (Subjects required in your field of study, such as: Business, Engineering, Science, etc.)	15 to 30 hrs	30 to 60 hrs
Minor	10 to 20 hrs	20 to 30 hrs
Electives	9 to 15 hrs	15 to 25 hrs
Total Semester hrs required	60 to 66 hrs	120 to 140 hrs

THINGS TO DO

Look through the catalog of the school you plan to attend.

Study the curriculum of the program you plan to pursue.

Compare the curriculum of the program with an alternate program in which you are interested.

Find common requirements.

WHAT IS IT REALLY ALL ABOUT ?

WHAT IS IT REALLY ALL ABOUT

The key to a successful college program is the ability and the knowledge involved in studying. Studying is an art and a science. It is important to know how, what, and when to study in order to be efficient. Good intentions alone are rarely sufficient to obtain the results you need. Hard work in the wrong area and an over-concentration of effort in certain other areas can be self-defeating. Effective study habits include knowledge of:

The classroom

Note taking

The textbook

Effective listening

Studying and study schedules

Tests

THINGS TO DO

Study this booklet carefully

Let a counselor help you if you have problems with any of the areas covered.

HOW, WHAT, WHEN, AND WHERE TO STUDY

Success in and enjoyment of college depend almost completely on your study habits. Many a successful author makes it a point to sit at his work area every day rather than to wait for inspiration to hit him. The first thing you must do to establish your study habits are:

1. Make a reasonable daily schedule which will allow time for studying.

2. A quiet study area with good ventilation and lighting is essential. Have your references, equipment, paper, study guides, and texts on hand.

3. Review and rewrite your notes. Forgetting takes place soon after learning. Don't wait until exam time to go over all of your notes. A daily systematic review of your notes is best.

4. Study the right material. It will do you little good to spend a lot of time reading and studying material which is not relevant. Check with your professor periodically to make sure you are on track.

THINGS TO DO

1. Write out a daily and weekly schedule which will include time for study

2. Find a suitable study area.

3. Check the office hours of your professor.

4. Plan to visit him at least once during the course

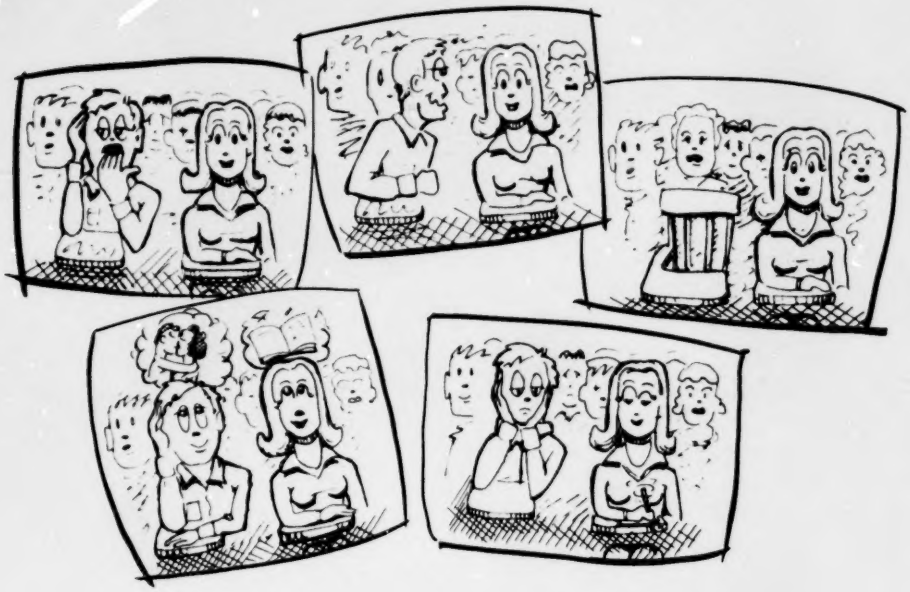
The classroom is a great place to make a successful college career or an equally great place to screw it up.

Just as in high school, the central figure in the classroom is the professor. Unlike high school, college professors are not trained educators but are experts in their respective fields. This means that you must be more responsible for the learning than ever before. College professors generally do not coax or remind students about assignments or make up-work.

Since a normal 3-semester college course includes about 40 contact hours, you can't wait too long before getting into the text-book. This is important since professors invariably take a large portion of their examinations from the textbooks even though they do not always make reading assignments.

As a student, you must recognize that the professor wants to be respected for the knowledge in his field. He is probably the most qualified in his field on the campus and in the community. He was successful in college and more than likely enjoys the academic life. To disregard these facts is just like telling a football coach that you don't like sports in general and football in particular, but that you like to make the team.

WHO WILL GET THE BETTER GRADE?



The best way to show that you are interested in the subject is to really get involved. If you have an idea what material is going to be covered in class and if you read ahead, it will be easier for you to follow the lecture and take notes and participate in the discussion. Participation (not too much and not too little) especially if the comments are pertinent and make the professor feel successful will be appreciated. This might even encourage the professor to make his classes more interesting.

Note-taking is important. Not only does it look like you are really paying attention, but it also gives you a chance to write down key thoughts, items that are emphasized, quotes from the professor's notes, and generally everything that appears on the blackboard. These notes will really help later as you review, especially if you bothered to rewrite your notes at the end of the lecture.

To be an effective listener, you should have a basic idea what the professor is going to talk about. Having read the chapters under discussion helps. It gives you a chance to bring the professor back on the subject if he wanders off the subject by asking a needed question.

In the last minutes of the class, you again will have an excellent opportunity to show interest and respect, practice effective listening and pick up information which can drastically change your grade for this class. Generally, the professor has a certain amount of information he wants to share with you. Toward the end of the class, he is prone to telling you, in outline form, everything he feels is important and which he has not covered up to now. He is also prone to giving assignments at the exact time when your fellow students are putting on coats and putting their books up and getting ready to go. Take your time about leaving. These are crucial moments.

THINGS TO DO

1. Visit several college classes.

2. Practice note taking.

3. Review the class with the instructor if possible. Did you agree on the main points of the lecture?

4. Compare classes by different professors.

5. Discuss your findings with a counselor.

TWO MONTHS AFTER EACH LECTURE

The textbook, more often than not, serves as your college course outline. Success in the classroom hinges on the ability to use and work with your textbooks.

1. Survey the entire text early to get the scope of the course.

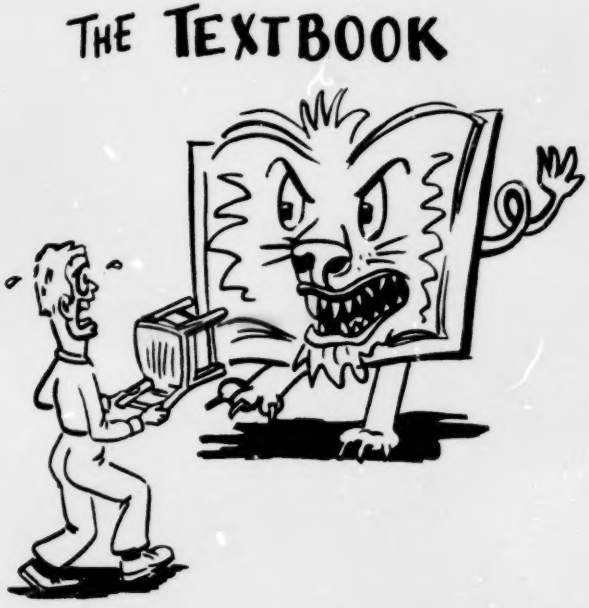
2. Read for the main ideas.

3. Underline or check significant points.

4. Make a rough outline of each chapter. Do you understand the main point of each chapter? The chances are that at least one test question will come from each chapter.

5. Review past material periodically.

Since you will be required to read many books and much material, you are going to have to learn to adjust your reading speed to match the material you are reading, just as a good driver adjusts his speed for traffic. Read hard material slower and skim over the lighter reading.



THINGS TO DO

Read several different types of material . Are you able to adjust your speed to the difficulty of the material?

Survey a chapter in a textbook and scan the chapter for content.

Check your reading speed and comprehension at the reading lab if one is available.

Since reading is important, would it pay to enroll in a reading development course? You decide.

TESTS - HOW TO PASS THEM WITHOUT CHEATING

Most professors will tell you that they would like to eliminate exams, if they could (it is extra work, you know). However, as a student, you are probably better off with the tests. Toward the middle and the end of the course, it really feels good knowing about how well you are doing. The key to happiness is to find the best way to get along with the exams.

As a start, if you have been reading the textbook, taking notes, and participating in the class, you have a good leg up on mastering any exam.

Your exam grades will improve if you take the following precautions:

Ask the instructor what type of exam he plans to administer.

1. An objective test (true-false, multiple choice type) demonstrates your ability to recognize details and your judgment in choosing among alternatives. Bits and pieces of information, such as: names, dates, and incidents are important. Attention must be given to key words like: all none, never, might, or should.

2. The subjective exam (essay questions) tests your ability to express yourself, to interpret and to organize material. Read the questions well; important clue words will give you the key as to what or how much the instructor wants you to write. The words most frequently used are: analyze, compare, contrast, criticize, define, describe, discuss, elaborate, evaluate, outline, summarize, etc. When the exam question asks you to

LOOK FOR CLUES

list and define five different items, be sure to answer the specific question and give at least five items and their definitions in the paragraph. Underlining the items in question can be helpful.

Check your timing. Be sure to allow sufficient time to answer all questions.

Before you start to write, you might make a listing of key words, key concepts, and key names which you might want to include in the answers.

THINGS TO DO

Ask other students about the type of questions your professor is prone to administer.

Try to predict exam questions. Some texts lend themselves naturally to certain types of questions. Be alert throughout the term for emphasized points and concepts.

In preparation, answer in outline form main topic questions from each chapter.

Be sure that physically you are fit to do your best. Last minute marathon study sessions are counterproductive.

COUNSELORS

Counselors come in all sizes and shapes. Yet, they all have certain things in common. They have all been trained to respond to you. They have a lot of knowledge and experience in precisely those areas which seem to be troubling you most. They can, in many cases, influence the establishment without having to take the role of a punitive administrator.

Counselors respond best to questions and statements such as:

College algebra seems too hard for me.

I don't understand what the professor is talking about.

Is it too late to change courses?

I am concerned about English 101.

Chemistry has never been my strong subject.

Can you help me?

I am not sure what I would like to study. Are there any programs in forestry, etc?

What financial assistance is available?

Tests scare me.

I would like to become a brain surgeon. Do I have to take English Literature to graduate?

The point is, counselors are uniquely qualified to help guide your college career. A counselor wrote this brochure with you in mind.

THINGS TO DO

Find the counseling office. Introduce yourself and plan to come back.

MYCAREER PLAN

My major area of interest is _____.

I am now working as a _____.

I plan to attend _____.

I have earned college credits from the following sources.

Military schools _____hrs

Military experience _____hrs

CLEP general exams _____hrs

CLEP subject exams _____hrs

DANTES subject exams _____hrs

Previous college _____hrs

I need _____hrs for an associates degree or _____hrs for a bachelor degree.

I really plan to get a certificate or license as a _____.

COUNSELORS

COME IN ALL SIZES & SHAPES